**Process Evaluation of the Aging Network and its Return on Investment**

**OMB Supporting Statement
Part B**

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PART B. STATISTICAL METHODS

B.1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

**Aging Network survey.** We will not sample respondents for the web survey. It will be a census of all State Units on Aging (SUAs), as well as all Area Agencies on Aging (AAAs), and Older Americans Act (OAA) Title VI tribal aging agencies. A census provides ACL a representative and complete view of collaboration across agencies, and ensures the findings represent the full range of geographic and cultural variation in agency practices. The respondent universe and anticipated response for each type of agency is summarized in Table B.1.

**Key informant interviews.** We will select 10 respondents to the web survey for the key informant interviews. These informants will be selected based on their responses to survey questions about how their organization has assessed costs and benefits of services; those who have not been involved in any such assessment will not be considered for the key informant interviews. We will select key informants to reflect a diversity of geography and their roles in the Aging Network. In addition, we will select key informants from among agencies who respond affirmatively in the web survey instrument to a question asking if they are willing to participate in this in-depth interview. Therefore, we expect 100 percent response for the key informant interviews.

Table B.1. Sampling and response rate assumptions, by data collection activity and respondent type

| **Data collection activity** | **Sampling method** | **Respondent universe** | **Respondent universe size** | **Sample** | **Estimated response rate** | **Estimated responses** |
| --- | --- | --- | --- | --- | --- | --- |
| Aging Network survey | Census | All SUAs  | 56 | n.a. | 90 | 50 |
|  | Census | All AAAs | 622 | n.a. | 90 | 560 |
|  | Census | All OAA Title VI tribal aging agencies | 282 | n.a. | 90 | 254 |
| Key informant interview guide  | Purposive | All Aging Network survey respondents | 864 | 10 | 100 | 10  |

n.a. = Not applicable, as the respondent universe will be included in the survey.

B.2. Describe the procedures for the collection of information including:

* **Statistical methodology for stratification and sample selection,**
* **Estimation procedure,**
* **Degree of accuracy needed for the purpose described in the justification,**
* **Unusual problems requiring specialized sampling procedures, and**

**Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

No statistical methods will be used for sample selection. The web survey will be a census of all SUAs, AAAs, and OAA Title VI tribal aging agencies. Participants in the key informant interviews will be purposively selected from among the web survey respondents based on their responses to the survey.

B.3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

A range of methods will be used to maximize participation and reduce nonresponse. We will undertake several activities to lay the groundwork for recruitment, including building support for the study in partnership with ADvancing States and n4a, the national organizations representing SUAs, AAAs, and tribal aging agencies. A comprehensive set of notification and reminder materials, discussed in depth in Section A.2, describe the purpose of the study in a straightforward way that stresses the important role each participating agency plays in the study’s success. The web instrument will be designed to collect a limited set of essential information to limit burden, and will also enable the agency director or point of contact to designate an appropriate respondent to complete the instrument for the agency.

We anticipate reaching a response rate of 90 percent in the web survey. Other establishment surveys, such as the ones conducted for the OAA Title III-C Evaluation of the Elderly Nutrition Services Program process study (OMB Control Number 0985-0037, Discontinued 04/01/2020), achieved 100 percent participation from SUAs and over 90 percent for AAAs. In a survey of social service organizations administering the Homeless Veterans Reintegration Program, 94 percent participated in that evaluation’s grantee survey (OMB Control Number 1290-0032, Expires 09/30/2023). However, unlike these surveys, participation will not be required, and response rates may consequently be lower. We plan to conduct a nonresponse bias analysis if response rates are under 80 percent for each type of agency.

Nonresponse bias in surveys can occur when those who did not respond to a survey would have responded differently than those who did respond. While we can rarely measure nonresponse bias directly, as we generally do not know how the nonrespondents would have responded, we can compare characteristics that we believe are correlated with key survey outcomes and that are available for both respondents and nonrespondents. In this case, we have the geographic location and address information of each agency and can use American Community Survey data to obtain characteristics of the states or local areas in which the agency operates. We also hope to have some measure of size of each agency. For each group of agencies (SUAs, AAAs, and tribal agencies), we can compare the distribution of these variables between respondents and nonrespondents and note any that are significantly different. After weighting for nonresponse, we can then determine whether the weighting has been successful in mitigating the risk for nonresponse bias by assessing whether the population proportions for the values of these variables fall within a 95 percent confidence interval of the final weighted proportions estimated from survey respondents.

B.4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

[TAP MEMBER REVIEW AND TESTING OF SURVEY INSTRUMENT TO BE ADDED IN FINAL VERSION]

B.5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

Under the supervision of ACL, the contractor Mathematica will collect and analyze the information. Below are the names and contact information of individuals responsible for the statistical aspects of the study and collection and analysis of data.

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